

Manistee County Courthouse 415 Third Street · Manistee, Michigan 49660

CLERK

Lindsey Marquardt (231) 723-3331 CONTROLLER/ADMINISTRATOR Lisa Sagala (231) 398-3504

Board of Commissioners

CHAIRPERSON
Jeffrey Dontz
VICE-CHAIRPERSON
Karen Goodman

Margaret Batzer Eric Gustad Pauline Jaquish Nikki Koons Richard Schmidt

WAYS & MEANS COMMITTEE

Wednesday, December 7, 2022 9:00 A.M.

Manistee County Courthouse & Government Center Board of Commissioners Meeting Room and via Zoom

AGENDA

- 1) Call to Order.
- 2) Public Comment
- 3) 9:00 A.M. Finance Report Susan Zielinski, Finance Officer (APPENDIX A)
- 4) Mike Szokola, Planning Director, will appear before the committee for the approval of the Manistee County Code Enforcement Officer Services Agreement between Manistee County and Glen Zaring. (APPENDIX B)
- 5) Mike Szokola, Planning Director, will appear before the committee for the approval of the Manistee County Soil Erosion and Sedimentation Control Inspection Temporary Services Agreement between Manistee County and Glen Zaring. (APPENDIX C)
- 6) Mike Szokola, Planning Director, will appear before the committee for the approval of the amended contract between Manistee County and Manistee County Conservation District. (APPENDIX D)
- 7) Lindsey Marquardt, County Clerk, is requesting approval to spend contingency funds to replace their electric seal embosser. (APPENDIX E)
- 8) Approval to spend funds from Title III County Funds under the Secure Rural Schools Act Section 302(a)(2). (APPENDIX F)
- 9) Schedule January 2023 Meeting (APPENDIX G)
- 10) Other Items from Committee Members.
- 11) Adjournment

MANISTEE COUNTY WAYS & MEANS REPORT

243.50 781.75 569.10 6,580.16 171.00 22,727.25 600.01 140,815.26 5,658.45 603.16 167,392.51 875.00 22,577.83 1,144,42 2,485.00 49,552.73 1,250.00 626,747.91 1,175.00 6,551.80 6,667.11 188,326.87 TOTAL 325.83 152,945.10 1,778.19 150,841.08 ON DEMAND 569.10 473,802.81 16,551.43 6,667.11 875.00 243.50 171.00 781.75 600.01 5,658.45 603.16 1,250.00 6,580.16 22,252.00 6,551.80 22,727,25 1,144.42 2,485.00 139,037.07 49,552.73 1,175.00 188,326.87 11/30/2022 11/01/2022 THRU Includes 2 accounts payable runs; on demand checks) BROWNFIELD REDEVELOPMENT-JOSLIN COVE REGISTER OF DEEDS AUTOMATION FUND AW ENFORCEMENT TRAINING FUND SOLDIERS & SAILORS RELIEF FUND MAINTENANCE OF EFFORT FUND COMMUNITY CORRECTIONS - 511 COMPENSATED SERVICES FUND FUND NAME CAPITAL IMPROVEMENT FUND AND BANK AUTHORITY FUND AIRPORT AUTHORITY FUND RUST AND AGENCY FUND HEALTH INSURANCE FUND NDIGENT DEFENSE FUND **IUVENILE JUSTICE FUND** PORECLOSURE FUND AW LIBRARY FUND **DPEB TRUST FUND** CHILD CARE FUND RECYCLING FUND AIR PHOTO FUND GENERAL FUND FUND# 256 260 266 269 272 280 292 238 242 293 295 296 297 251

TOTAL PAYROLL FOR 11/01/22 THRU 11/30/22
(includes 2 payrolls)

Employee Separation Payouts
Alvin Rischel - (9-1-1)

GRAND TOTAL

1,183,801.92

557,054.01

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INVOICE GL DISTRIBUTION REPORT FOR MANISTEE COUNTY
EXP CHECK RUN DATES 11/01/2022 - 11/30/2022
BOTH JOURNALIZED AND UNJOURNALIZED

12/05/2022 01:36 PM

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BOTH JOURNALIZED AND UNJOURNALIZE! BOTH OPEN AND PAID

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INVOICE GL DISTRIBUTION REPORT FOR MANISTEE COUNTY
EXP CHECK RUN DATES 11/01/2022 - 11/30/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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Check #

Amount

Vendor

Invoice Line Desc

GL Number

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Fund 101 GENERAL FUND Dept 228 INFORMATION TECHNOLOGY 101-228-850.000	NOLOGY TELEPHONE	ATET	231 398-2831 240 5-PANIC BUTTON	50.77	61604
		Total For Dept 228 INFORMATION TECHNOLOGY	ATION TECHNOLOGY	18,745.23	
Dept 253 TREASURER	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	2023 TAX CALENDARS	54.15	61441
101-253-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	2023 TAX CALENDARS	12.97	61441
101-253-803.000	TAX COLLECTION BOND	LIBERTY MUTUAL INSURANCE	2022 WINTER TAX COLLECTION BOND	1,986.00	61541
101-253-812.000	DUES AND FEES	MICHIGAN ASSOC. COUNTY T	ZUZZ MEMBEKSHIF UUES BOCT# 9940	19.84	61585
101-253-850.000	STAFF DEVELOPMENT	ASSOC. OF PUBLIC TREASUR	CPFIM INVESTMENT TRAINING	299.00	61423
		Total For Dept 253 TREASURER	RER	2,646.96	
Dept 257 EQUALIZATION					000
101-257-730.000	EQUI PMENT	VERIZON WIRELESS	ACCI# 383737017-00001 MPINAMON BENDARI	1.645.00	61506
101-257-810.000	COMPUTER PROGRAMMING	AFEX SUFIMANE	ADOBE/PARKING CONFERENCE	40.15	61607
101-257-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT# 9940	33.06	61585
101-257-861.000	STAFF DEVELOPMENT	STATE OF MICHIGAN	RENEWAL ASSESSOR CERTS (VASQUEZ, SENTE	400.00	61473
101-257-861.000	STAFF DEVELOPMENT	SIMIE OF MICHIGAN			
		Total For Dept 257 EQUALIZATION	ZATION	2,138.54	
Dept 262 ELECTIONS			OUT TOO STATEMENT OF COC.	150.00	61507
101-262-727.000	OFFICE/ELECTION SUPPLIES	TACKDINE BUSINESS CENTER	CERTIFICATE PAPER	31.00	61522
101-262-727.000		SPECTRUM PRINTERS	BALLOTS FOR NOVEMBER GENERAL ELECTION	12,472.33	61601
101-262-728.000		PETTY CASH - MANISTEE CO	SUPPLIES/POSTAGE	28.15	61537
101-262-901.000	ADVERTISING	PIONEER GROUP	ACCT# 0061469	2,133.00	17519
		Total For Dept 262 ELECTIONS	ONS	14,814.48	
Dept 265 BUILDING AND GROUNDS					50403
101-265-775.000	4 MAINTENANCE	GILL-ROY'S HARDWARE	ACCT# MANOI 6	70.07	61513
101-265-775.000	4 MAINTENANCE	GILL-ROY'S HARDWARE	MANOLO - SOFFULES	4. S.	61513
101-265-775.000	REPAIR & MAINTENANCE SUPPLES	GILL-ROY'S HANDWAKE		43.26	61513
101-265-801.000			- 1	156.60	61449
101-265-801.000	CONTRACTED SERVICES	MANPOWER)	417.60	61544
101-265-920.000	UTILITIES	CITY OF MANISTEE		566.91	61429
101-265-920.000	UTILITIES	DIE ENERGY		345.46	61551
101-265-920.000	UTILITIES	DIE ENERGY	WIND ZII WWWTE	130.08	61429
101-265-920.001	OTILITIES-HEALTH DEPARTMENT	OTT OF MANISIEE	9100 211 9836 1 1385 RD ST1	226.16	61551
101-265-940.001	CILLITIES - DESCRIPTION OF DEPARTMENT	REPUBLIC SERVICES #239		80.68	61579
101-265-920.002	UTILITIES (395 THIRD)			58.74	61429
101-265-920.002		CONSUMERS ENERGY	1030 0626 8637 - (395 3RD STR) OCT 22	24.26	61432
101-265-920.002	UTILITIES (395 THIRD)	REPUBLIC SERVICES #239	ACCT#3-0239-0034399	346 69	01079
101-265-930.002		AAB SOUTHWENT A SOME	REPLACE THERMOSTAT	280.98	61598
101-265-930.002	JAIL CONTRACTUAL REPAIRS	ASB ECUIPMENT & SONS	DALE DRIEN ANNIEL PEST CONTROL - COURT HOUSE	577.92	61563
101-265-930.003		ORKIN PEST CONTROL	-1	921.60	61563
101-265-930,003		PEST	ANNUAL PEST CONTROL - 385 3RD STREET	577.92	61563
101-265-930,003		ORKIN PEST CONTROP	ANNUAL PEST CONTROL - 395 3RD STREET	504.00	61563
101-265-930.004	ELEVATOR MAINTENANCE CONTRACT	OTIS ELEVATOR CO.	CONTRACT	125.00	61560
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INVOICE GL DISTRIBUTION REPORT FOR MANISTEE COUNTY EXP CHECK RUN DATES 11/01/2022 - 11/30/2022 BOTH JOURNALIZED AND UNJOURNALIZED BOTH OPEN AND PAID

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Invoice Description Vendor Invoice Line Desc

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APPELLATE ATTY: - NEGLECT/ABOSE JOHN SFILLAN OCTOBER 2022 - COURT APPT ATTY 2,537.50 APPELLATE ATTORNEYS MICHAEL A FARAONE 3 APPELLATE ATTORNEY FEE 1,143.86 TELEPHONE TOWNS ATTORNEYS ATTORNEY FEE 5.90	:0: 200 000 000	APPLICALLI: NEGLECI/ABONG	OKIN FOINTE LEGAL PLEC	COUK! APP! ATTY		05.7	615/5
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GL Number	Invoice line Desc	BOTH OPEN AND PA	Invoice Description	Amount	Check
Fund 101 GENERAL FUND Dept 283 CIRCUIT COURT 101-283-931.000	EQUIPMENT REPAIRS 6 MAINTENANCE	JACKPINE BUSINESS CENTER REPAIR Total For Dept 283 CIRCUIT COURT	REPAIR KIT	13,173.62	51522
Dept 284 CIRCUIT COURT - 101-284-727.000 101-284-727.000 101-284-850.000	JUVENTLE DIVISION OFFICE SUPPLIES OFFICE SUPPLIES TELEPHONE	JACKPINE BUSINESS CENTER OFFICE JACKPINE BUSINESS CENTER TONER TELNET WORLDWIDE Total For Dept 284 CIRCUIT COURT	OFFICE SUPPLIES TONER ACCT# 9940 . COURT - JUVENILE DIVISION	129.00 399.99 92.57 621.56	61522 61522 61585
Dept 286 DISTRICT COURT 101-286-601.001 101-286-601.001 101-286-601.001 101-286-727.000 101-286-727.000	COURT COSTS COURT COSTS COURT COSTS OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	MANISTEE CITY POLICE MANISTEE CO. PROSECUTING MANISTEE CO. SHERIFF DEP JACKPINE BUSINESS CENTER JACKPINE BUSINESS CENTER PROFILE	OCTOBER 2022 - OUIL/OUID REIMBURSEMEN OCTOBER 2022 - OUIL/OUID REIMBURSEMEN OCTOBER 2022 - OUIL/OUID REIMBURSEMEN TONER, BINDER CLIPS CRAIRMAT CREDIT INVOICE 96-GALLON ROLLING SHREDDING BIN	250.00 25.00 215.00 966.66 129.97 (84.97)	61470 61471 61472 61522 61522 61522
101-286-72.000 101-286-72.000 101-286-805.005 101-286-81.000	OFFICE SUPPLIES VISITING JUDGES JURY FEES INTERPRETING SERVICES INDIGENT SCREENING FEES	PURE WATER WORKS HON. ALLEN GARBRECHT LESA GRAUMAN MAURICIO FERNANDEZ DE CO OPEN DOOR ASSESSMENTS, L	WATER COLLER RENTAL (NOV 22) VISITING JUDGE WITNESS FEES INTERPRETING SERVICES COURT SCREENINGS	11:00 842:50 12:20 120:00 245:00	61504 61514 61596 61457 61462
101-286-811.002 101-286-811.003 101-286-850.000 101-286-850.000 101-286-850.000 101-286-850.000 101-286-955.002 101-286-955.002	ICALENTO SCREETING TEST OF THE SEARCH WARRANT BLOOD DRAW TELEPHONE TELEPHONE TELEPHONE TRAVEL MISC EXP-MCGP SOBRIETY COURT MISC EXP-MCGP SOBRIETY COURT MISC EXP-MCGP SOBRIETY COURT MISC EXP-MCGP SOBRIETY COURT	MUNSON HEALTHCARE MANIST HON. THOMAS BRUNNER LESYA DULL TELNET WORLDWIDE CLAYTON KELLEY HOUSE ARREST SERVICES, I REDWOOD TOXICOLOGY AMANDA KOON	REIMBURSEMENT FOR CELL PHONE (NOV 202 REIMBURSEMENT FOR CELL PHONE (NOV 202 REIMBURSEMENT CELL PHONE (OCT 2022) NOV 2022 - PHONE/FAX REIMBURSEMENT ACCT# 9940 REIMBURSEMENT FOR TRAVEL EXPENSES SCHER LINK SERVICES - OCT 2022 TESTING SUPPLIES MILEAGE FOR DRUG TESTS	240.00 45.00 45.00 45.00 61.95 39.67 40.00 1,181.25 40.00	61591 61490 61490 61585 61531 61518 61568
		Total For Dept 286 DISTRI	DISTRICT COURT	54.165.6	
Dept 289 FRIEND OF THE COURT 101-289-727.000 101-289-727.000 101-289-801.000 101-289-801.014 101-289-801.014 101-289-801.014 101-289-801.014 101-289-801.016 101-289-801.016 101-289-850.000 101-289-850.000	OURT OFFICE SUPPLIES OFFICE SUPPLIES CONTRACTED SERVICES CONTRACTED SERVICES FAMILY COUNSEL (CUSTODY/VISITATI FAMILY COUNSEL (CUSTODY/VISITATI LEGAL SERVICES - CRP DUES AND FEES TREEPHONE TREEPHONE TRAVEL EQUIPMENT REPAIRS & MAINTENANCE	MCCARDEL WATER CONDITION AMAZON CAPITAL SERVICES TCSO MICHAEL C. ELMORE SUSANNE E. GLYNH MANISTEE CO. PROSECUTING FOCA TELNET WORLDWIDE CONNIE KRUSNIAK XEROX CORPORATION TOTAL FOR DEPT 289 FRIEND	NOV 22 - COOLER RENTAL WATER COOLER SERVICE OF PROCESS MEDIATION SERVICE OCT 2022 OCT 22 - MEDITION SERVICES FOC CONTRACT BILLING (JULY-SEPT 22) FOCA 2023 DUES (CONNIE P. KRUSNIAK) MILEAGE REIMBURSEMENT EQUIP CARRY CHARGES OF THE COURT	11.00 93.64 50.00 100.00 625.00 3,650.00 375.00 59.51 162.50 10.00	61455 61484 61436 61439 61594 61595 61595 61596 61596
Dept 294 PROBATE COURT 101-294-727.000 101-294-727.000 101-294-805.000 101-294-805.000	OFFICE SUPPLIES OFFICE SUPPLIES SOOK & PERIODICALS COURT APPOINTED ATTORNEYS COURT APPOINTED ATTORNEYS	AMAZON CAPITAL SERVICES THE EBCO COMPANY THOMSON REUTERS - WEST NICHOLAS BROWN LAN, PLLC WILLIAM GRANT WILLIAM GRANT	WALL MOUNT OFFICE SUPPLIES OCT 22 - SUBSCRIPTION CHARGES NOV 22 - CONTRACT NOV 22 - CONTRACT NOV 22 - CONTRACT	62.53 1,375.00 655.00 1,095.00 1,095.00	61484 61505 61590 61426 61440

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INVOICE GL DISTRIBUTION REPORT FOR MANISTEE COUNTY

EXP CHECK RUN DATES 11/01/2022 - 11/30/2022

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101 GENERAL					
Dept 294 PROBATE COURT 101-294-805.003	CI. APPI. ATTY NON CONTRACT	NICHOLAS BROWN LAW, PLLC	COURT APPT ATTY	150.00	61491
101-294-805.003	APPT. ATTY NON	NICHOLAS BROWN LAW, PLLC	COURT APPT ATTY	150.00	61491
101-294-805.003	CT. APPT. ATTY NON CONTRACT	MICHELLE NEWMAN	COURT APPT ATTY	150.00	99519
101-294-809.000	GUARDIANSHIP INVESTIGATION	BARBARA E. KOWALKOWSKI	GUARDIANSHIP REVIEWS	513.60	61499
101-294-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT# 9940	46.28	61585
		Total For Dept 294 PROBATE COURT	E COURT	5,452.41	
Dent 296 PROSECUTING ATTORNEY	RNEX				
101-296-850.000	TELEPHONE	TELNET WORLDWIDE	ACCT# 9940	92.57	61585
101-296-850.000	TELEPHONE	VERIZON WIRELESS	ACCT# 383737017-00001	153.91	61606
101-296-931.000	EQUIPMENT REPAIRS & MAINTENANCE	XEROX CORPORATION	BASE/CHARGE/PRINT CHARGES - OCT 2022	159.95	61592
		Total For Dept 296 PROSECUTING ATTORNEY	UTING ATTORNEY	406.43	
Dept 301 SHERIFF				4	
101-301-615.016	CCW FINGERPRINTS		FINGERPRITING REIMBURSEMENT	15.00	61595
101-301-727.000		BUSINESS	BINDERS, LABELS	27.82	61522
101-301-727.000		BUSINESS	LABELS	64.17	77010
101-301-727.000		BUSINESS	CEFICE SUPPLIES	0 0	27519
101-301-727.000		JACKPINE BUSINESS CENTER	てひ/ひがひ おひとひたれ オカチカカシカン	00 091	61522
101-301-727.000			DESTON CHARLES	44.97	61522
101-1201-120	CELLCE SOFFELES	E FM TRIIS	MAINTENANCE MANAGEMENT/ LEASE CHARGES	5,984,86	61511
101-301-730.001	CHANCAR CONCENSION	JOHNSON SIGN COMPANY	GRAPHICS AND INSTALLATION FOR NEW TAH	1,850.00	61519
101-301-301-300	TIME DURCHASES	MANISTEE TIRE SERVICE	S118 NEW TIRE INSTALL	199.80	61446
101-301-740.000	TIRE PURCHASES	MANISTEE TIRE SERVICE	S105 NEW TIRE INSTALL	722.40	61446
101-301-740.000		MANISTEE TIRE SERVICE	5105 MOUNT AND BALANCE	83.00	61446
101-301-742.000	UNIFORMS - OFFICERS & DEPUTYS	GALLS, LLC	51-GARRISON BELT	42.64	61438
101-301-742,000	40	VISA	UNIFORMS/K-9 SUPPLIES/DEPUTY MEALS	38.65	61609
101-301-743.000	GASOLINE AND OIL	BLARNEY CASTLE FLEET PRO	10/06/22 - 11/05/22 - FULE	2,799.58	61488
101-301-851.000	RADIO MAINTENANCE		4RE CAMERA	210.00	61586
101-301-851.000	RADIO MAINTENANCE	TELE-RAD, INC.	5105 4RE CAMERA SYSTEM	210.00	61586
101-301-861.000	STAFF DEVELOPMENT	VISA	DEPUTY MEALS/STAFF DEVELOPMENT/TRAVEL	143.24	61610
101-301-862.000	OFFICER AND DEPUTY MEALS	VISA	UNIFORMS/K-9 SUPPLIES/DEPUTY MEALS	111.30	67979
101-301-862.000	OFFICER AND DEPUTY MEALS	VISA	DEPUTY MEALS/STAFF DEVELOPMENT/TRAVEL	105.39	01919
101-301-931.000	EQUIPMENT REPAIRS & MAINTENANCE	MANISTEE CHEVROLET	SEAT BEELT INOP	00.775	79019
101-301-931.001	REPAIRS &		ACCT# 29904140	451.60	61464
101-301-931.001	REPAIRS	MANISTER CHEUDOLET	SION CORRIER FANCE REFAINT \$101 SEAT. CLAMP. COVERTOR INSTALLED	3,161,63	61460
101-301-931.001	AUTO REPAIRS & MAINTENANCE	BLARNEY CASTLE VEHICLE S	- OIL CHANGE	88.45	61496
101-301-931.001	REPAIRS 6	CASTLE VEHICLE	5105 - ROTORS & BRAKE PADS	962.29	61496
		Total For Dept 301 SHERIFF		18,485.65	
Dept 307 COURT SECURITY					
	AUTO REPAIRS & MAINTENANCE	BLARNEY CASTLE VEHICLE S	5118 HUB BEARING/LABOR	501.62	61428
		Total For Dept 307 COURT S	SECURITY	501.62	
Dept 331 MARINE PATROL				1	4
101-331-743.000		BLARNEY CASTLE FLEET PRO	10/06/22 - 11/05/22 - FULE	330.74	61488 61435
101-331-955.005	PATROL CRAFT EXPENDITURES	THE BOAT HOUSE	MINITERIAE COINCAND RATTARY STOREAGE	50.00	61459
101-331-955.005	CRAFT		WINTERIZING SEA ARK	250.00	61559
		Total For Dept 331 MARINE PATROL	PATROL	730.74	

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INVOICE GL DISTRIBUTION REPORT FOR MANISTEE COUNTY
EXP CHECK RUN DATES 11/01/2022 - 11/30/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	BOTH OPEN AND PAID Vendor	NID Invoice Description	Amount	Check #
Fund 101 GENERAL FUND Dept 335 K-9 UNIT 101-335-727.002 101-335-743.000 101-335-931.001	MISC. SUPPLIES GASOLINE AND OIL AUTO REPAIRS & MAINTENANCE	VISA BLARNEY CASTLE FLEET PRO MANISTEE CHEVROLET	UNIFORMS/K-9 SUPPLIES/DEPUTY MEALS 10/06/22 - 11/05/22 - FULE 5111 SENSOR INSTALLED	262.88 54.99 325.74	61609 61488 61460
		Total For Dept 335 K-9 UNIT	TI	643.61	
Dept 351 JAIL					,
101-351-744.000		ENVIRO-BRITE SOLUTIONS,		553.40	61508
101-351-744.000	LAUNDRY EXPENDITURES	ENVIRO-BRITE SOLUTIONS,	LINEN BKICHT WITH OXI	01.050	61430
101-351-760.000		ALL ACCESS CARE PLUC	OCTOBER 22 - CONTRACTED SERVICES - MA	54 21	61431
101-351-760.000		CORRECTIONAL RECOVERY	PAID CLAIMS/JALL/RECOVERS REES	23.55	61454
101-351-814,000		SVCS. OF	10/18/22 TO 10/22/22 ** INMATE MEALS	2,1,1,2	41554
101-351-814.000	PRISONER MEALS	SVCS.	10/23/22-10/29/22 - INMATE MEALS	2 247 70	61554
101-351-814.000	PRISONER MEALS	CANTEEN SVCS. OF NORTHER		608 00	41596
101-351-851.000	RADIO MAINTENANCE	TELE-RAD, INC.	SIGIL CANINE SISTEM CONTROL READ	192 18	61488
101-351-860.000	TRAVEL	BLARNEY CASTLE FLEET FRO	77/CO/TT = 77/9/	649 65	61429
101-351-920.000	UTILITIES	CITY OF MANISTEE	DOOG TIPE	20.02	61422
101-351-920.000	UTILITIES	CONSUMERS ENERGY	1000 0000 137 = OCT 22	40.68	61432
101-351-920.000	UTILITIES	CONSUMERS ENERGI	2000 SIGN 00/30/30 BCCT#BOD3-1635	834.43	61447
101-351-920.000	UTILITIES	MANISTEE TOWNSHIP	10/11 10/0/00/10 ACCETO03-14/00 10/01 40 10/14/2022 - ACCETO03-15/05	730.12	61447
101-351-920,000	UTILITIES	MANISTEE TOWNSHIP		1.536.77	61551
101-351-920.000	OTILITIES COLLECTION	REPUBLIC SERVICES #239	GARBAGE COLLECTION - OCT 2022	797.26	61580
100000000000000000000000000000000000000		Dent 35		24,941,94	
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Dept 426 EMERGENCY MANAGEMENT 101-426-727.000	MENT OFFICE SUPPLIES	MCCARDEL WATER CONDITION	NOVEMBER EOC WATER COLLER RENTAL	42.00	61455
		Total For Dept 426 EMERGE	426 EMERGENCY MANAGEMENT	42.00	
TOOLENGO TENENT OF THE PERSON					
	GASOLINE AND OIL	BLARNEY CASTLE FLEET PRO	10/06/22 - 11/05/22 - FULE	450.47	61488
101-430-816.000	VETERINARIAN SERVICES	MANISTEE VETERINARY HOSP	K9 FARO VACCINATIONS	448.00	61550
101-430-850.000	TELEPHONE	A I & I FONG DISTANCE	0657-631-163 - 73)))
		Total For Dept 430 ANIMAL	CONTROL	905.62	
Dept 605 CONTAGIOUS DISEASES	SES CONTRACTED SERVICES	DISTRICT HEALTH DEPARTME	JULY-SEPT 2022 - COMMUNICABLE DISEASE	66.97	61239
		Total For Dept 605 CONTAGIOUS DISEASES	TOUS DISEASES	66.93	
,					
Dept 648 MEDICAL EXAMINER	TRANSPORTATION SERVICES	JOWETT FAMILY FUNERAL HO	MORGUE RNET/TRANSPORTATION SERVICES	900.00	61530
101-648-836.000	TRANSPORTATION SERVICES	FUNERAL	SEPT 22 - MORGUE RENT/TRANSPORTATION	1,200.00	61530
101-648-837.000	AUTOPSY/TOXIC./LAB FEES	BENZIE COUNTY	VARIOUS MEDICAL WASTE SERVICES (TRINI	183.00	61485
101-648-837.000	AUTOPSY/TOXIC./LAB FEES		LAB FEES - FORENSIC TOXICOLOGY ANALYS	2,005.00	61567
101-648-838.000	MORGUE RENT	JONETT FAMILY FUNERAL HO	MORGUE RNET/TRANSPORTATION SERVICES SEPT >> = MORGHE BENT/TRANSPORTATION	2,400,00	61530
101-648-838.000	HORGOE KENI	1 17757			
		Total For Dept 648 MEDICAL EXAMINER	L EXAMINER	8,488.00	
Dept 701 PLANNING		400000000000000000000000000000000000000	SMCTEGGORT MCTOCOG TICS	275 00	61548
101-701-801.000	CONTRACTED SERVICES	CLENK CARING	ADOBE/PARKING CONFERENCE	226.90	61607
101-701-850.000	TELEPHONE	TELNET WORLDWIDE 8	ACCT# 9940	33.06	61585
		Total For Dept 701 PLANNING	NG NG	1,034.96	

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Fund 101 GENERAL FUND	NOT-SNEWXE G				
101-710-727.000 101-710-727.000 101-710-727.000		JACKPINE BUSINESS CENTER JACKPINE BUSINESS CENTER JACKPINE BUSINESS CENTER	BATTERIES PENS DESK CALENDAR	14.89 18.99 16.29	61522 61522 61522
		Total For Dept 710 MSU COOPERATIVE EXTENSION	OPERATIVE EXTENSION	50.17	
Dept 711 REGISTER OF DEEDS 101-711-727.000 101-711-727.000 101-711-850.000	EDS OFFICE SUPPLIES OFFICE SUPPLIES TELEPHONE	JACKPINE BUSINESS CENTER JACKPINE BUSINESS CENTER TELNET WORLDWIDE	TONER / OFFICE SUPPLIES TONER ACCT \$9940	157.98 619.97 19.84	61522 61522 61585
		Total For Dept 711 REGISTER OF DEEDS	ER OF DEEDS	97.797	
Dept 957 APPROPRIATIONS 101-957-969.002 101-957-969.006 101-957-969.006 101-957-969.014	APPROPRIATIONS - DISTRICT HEALT APPROPRIATIONS - CENTRA WELLINES APPROPRIATIONS - CENTRA WELLINES APPROPRIATIONS - SUBSTANCE ABUS APPROPRIATIONS - OTHER	DISTRICT HEALTH DEPARTME CENTRA WELLNESS NETWORK CENTRA WELLNESS NETWORK NORTHERN MICHIGAN REGION HOUSING NORTH	NOV 22 - APPROPRIATION NOV 22 - APPROPRIATION OCT 2022 - APPROPRIATION CDF LIQUOR TAX 4TH QUARTERS PROGRAM PAYMENT (1ST YEAR)	13,392.42 13,600.17 244.17 263.30 20,000.00	61538 61536 61536 61558 61600
		Total For Dept 957 APPROPRIATIONS	RIATIONS	47,500.06	
		Total For Fund 101 GENERAL FUND	L FUND	188,326.87	
Fund 225 RECYCLING FUND					
225-000-801.001 225-000-801.001	PROFESSIONAL SERVICES PROFESSIONAL SERVICES	CARISSA SMITH ERSIE SCHMIDT	SITE MONITOR	100.00	61427
225-000-801.001	RECYCLING SITE MONITOR - CLEON	MICHAEL J. LONGO	RECYCLING SITE MONITOR -CLEON	25.00	61466
225-000-801.001 225-000-801.001	RECYCLING SITE MONITOR - BROWN	CARES M. ROBINSON MICHELLE PIENTA	SITE MONITOR	20.00	61467
225-000-801.001	PROFESSIONAL SERVICES	CARISSA SMITH	SITE	50.00	61495
225-000-801.001	PROFESSIONAL SERVICES PROFESSIONAL SERVICES	ERSIE SCHMIUT MICHAEL J. LONGO		20.00	61535
225-000-801.001 225-000-801.001		JAMES M. ROBINSON MICHELLE PIENTA	RECYCLING SITE MONITOR - ARCADIA/BEAR RECYCLING SITE MONITOR - BROWN TWP	350.00	61571 61574
		Total For Dept 000 GENERAL		1,175.00	
		Total For Fund 225 RECYCL)	RECYCLING FUND	1,175.00	
Fund 236 MAINTENANCE OF EFFORT FUND	EFFORT FUND				
Dept 000 GENERAL 236-000-955.001	MISC. EXPENSE	STATE OF MICHIGAN	MOE 10/01/2022-10/31/2022	6,551.80	61469
		Total For Dept 000 GENERAL	٠	6,551.80	
		Total For Fund 236 MAINTER	For Fund 236 MAINTENANCE OF EFFORT FUND	6,551.80	
Fund 238 LAND BANK AUTHORITY FUND	ORITY FUND				
Dept 000 GENERAL 238-000-806.000 238-000-860.000	ATTORNEY FEES TRAVEL	LUCAS MIDDLETON VISA	TINY DEVELOPERS EXTENSION ADOBE/PARKING CONFERENCE	187.50	61445
		Total For Dept 000 GENERAL	٠	243.50	
		Total For Fund 238 PLAND BA	Fund 238 9 AND BANK AUTHORITY FUND	243.50	
	LINCO THE COOK MINESTER CO.				

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61529 61587 61498 01919 61510 61522 61522 61555 61556 61528 60519 61578 61492 61555 61590 61592 61487 61477 61557 61597 61512 75.00 117.45 153.93 289.00 175.00 4,500.00 425.38 202.92 102.00 240.00 150.00 18.50 11.00 49.00 1,749.30 1,144.42 120.00 781.75 781.75 781.75 171.00 171.00 171.00 4,814.95 22, 727, 25 22,727.25 50.00 318.44 525.98 1,144.42 6,667.11 6,667.11 DEPUTY MEALS/STAFF DEVELOPMENT/TRAVEL TOUCHLESS FLUSHERS 5-WATER BOTTLE REFILLING STATIONS REIMBURSEMENT FOR STATE BAR DUES AUG 2022 - MONTHLY FEE FOR OIB NEW MONITOR - READER/SCANNER COTT SYSTEMS MONTHLY FEE METERAGE USAGE - OCTOBER 2022 NOV 22 - SUBSCRIPTION CHARGES REIMBURSEMENT TRAVEL EXPENSES Total For Fund 242 BROWNFIELD REDEVELOPMENT - JOSLIN Total for Fund 256 REGISTER OF DEEDS AUTOMATION FUND NOV - WATER COOLER RENTAL 65-GALLON SHREDDING BIN TONER / OFFICE SUPPLIES Total For Fund 2660LAW ENFORCEMENT TRAINING FUND TONER, STACKING SHELF JAIL - WATER HEATER OCT 2022 - 7-USERS ANNUAL CLE - VIDEO CDAM - CONFERENCE 4-CELLULAR PHONES Total For Fund 251 CAPITAL IMPROVEMENT FUND OCT 22 - CHARGES BUSINESS CARDS Total For Fund 260 INDIGENT DEFENSE FUND RETAINER FEE NOV - WATER FAHEY SCHULTZ BURZYCH RH LEGAL FEES Total For Dept 000 GENERAL Potal For Dept 000 GENERAL Total for Dept 000 GENERAL Total For Dept 000 GENERAL Total For Dept 000 GENERAL NICHOLS PAPER & SUPPLY C JACKPINE BUSINESS CENTER JACKPINE BUSINESS CENTER JACKPINE BUSINESS CENTER MCCARDEL WATER CONDITION MCCARDEL WATER CONDITION RELX INC. DBA LEXISNEXIS THOMSON REUTERS - WEST VALENTIN FORENSICS LLC GLOBAL INDUSTRIAL XEROX CORPORATION ANTHONY CICCHELLI VERIZON WIRELESS HURST MECHANICAL COTT SYSTEMS INC COTT SYSTEMS INC JUSTICE WORKS JANE JOHNSON JARED HENRY CDW-G VISA CONTRACTUAL - JAIL PROJECTS Fund 242 BROWNFIELD REDEVELOPMENT - JOSLIN COVE Dept 000 GENERAL 242-000-806.000 ATTORNEY FEES SERVICES CONTRACTED SERVICES CONTRACTED SERVICES SERVICES BOOK & PERIODICALS SOFTWARE PURCHASES SOFTWARE PURCHASES STAFF DEVELOPMENT DEVELOPMENT MISC. RENOVATIONS MISC. RENOVATIONS STAFF DEVELOPMENT OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OF DEEDS AUTOMATION FUND OFFICE SUPPLIES OFFICE SUPPLIES COPY SUPPLIES DUES AND FEES WITNESS FEES Fund 266 LAW ENFORCEMENT TRAINING FUND Dept 000 GENERAL 266-000-860.000 TRAVEL CONTRACTED CONTRACTED TELEPHONE Fund 251 CAPITAL IMPROVEMENT FUND Dept 000 GENERAL STAFF Fund 260 INDIGENT DEFENSE FUND Dept 000 GENERAL 260-000-727.000 Fund 256 REGISTER 260-000-812.000 260-000-850.000 260-000-861.000 251-000-801.006 251-000-969.011 251-000-969.011 Dept 000 GENERAL 256-000-801.000 256-000-801.000 260-000-808.000 256-000-801.000 260-000-727.000 260-000-727.000 260-000-727.000 260-000-727.000 260-000-729.000 260-000-733.000 260-000-735.000 260-000-735.000 260-000-861.000 256-000-801.000 260-000-861.000

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Fund 269 LAW LIBRARY FUND Dept 000 GENERAL 269-000-729.000 269-000-729.000 269-000-729.000	BOOK & PERIODICALS BOOK & PERIODICALS BOOK & PERIODICALS	BANKS & JORDAN LAW PUBLI RELX INC. DBA LEXISNEXIS I.C.L.E.	LAW LIBRARY OCT 2022 - CHARGES MI REAL PROPERTY LAW	114.60 346.00 108.50	61483 61486 61520
		Total For Dept 000 GENERAL	1	569.10	
		Total For Fund 269 LAW LI	LAW LIBRARY FUND	569.10	
Fund 272 COMMUNITY CORRECTIONS Dept 000 GENERAL 272-000-801.000	TIONS - 511 CONTRACTED SERVICES	CATHOLIC HUMAN SERVICES,	THINKING MATTERS GROUP (OCT 2022)	600.01	61493
		rotal For Dept 000 GENERAL	1	600.01	
		Total For Fund 272 COMMUNITY CORRECTIONS	IITY CORRECTIONS - 511	600.01	
Fund 277 AIR PHOTO FUND Dept 000 GENERAL 277-000-801.000	CONTRACTED SERVICES	LAND INFORMATION ACCESS	ARIEAL UPDATE FOR LIAA SERACH	2,485.00	61533
		Total For Dept 000 GENERAL		2,485.00	
		Total For Fund 277 AIR PHOTO FUND	OTO FUND	2,485.00	
Fund 280 HEALTH INSURANCE Dept 000 GENERAL 280-000-716 004	FUND 1.TFE TWSHRANCE	MADISON NATIONAL LIFE IN	DEC 2020 - LIFE INS./ADD/ STD	397,86	61603
280-000-716.005		MADISON NATIONAL LIFE IN	DEC 2020 - LIFE INS./ADD/ STD	6,775.29	61603
280-000-717.000 280-000-717.001	INSURANCE PREMIUMS -	8LUE CROSS BLUE SHIELD	0000 (DECEMBER 2022)	103,165,39	61489
280-000-717.001 280-000-717.001	HEALTH INSURANCE PREMIUMS - BC/ HEALTH INSURANCE PREMIUMS - BC/		007016448710 0004 (DECEMBER 2022)	340.10	61489
280-000-717.006	WORKERS COMP PREMIUM	MICHIGAN CO. WORKERS COM	2023 IST ORT INVOICE	10.949.01	55550
		Total For Dept 000 GENERAL	H	139,037.07	
		Total For Fund 280 HEALTH INSURANCE FUND	INSURANCE FUND	139,037.07	
Fund 292 CHILD CARE FUND					
Dept 000 GENERAL 292-000-832.000	IHC - CONTRACTUAL	KRISTINA MILLER	NOVEMBER 22 - SOCIAL WORK SERVICES	1,250.00	61517
292-000-840.000	SCHEDULED	ALISON GLOSSINGER	MILLEAGE/SUPPLIES REIMBURSEMENT	28.00	61481
292-000-840.000	SCHEDULED	CARLY BAILEY	MILEAGE/SUPPLIES REIMBURSEMENT OCHORER 22 - FUHLATIONS	580.00	61482
292-000-840.000 292-000-840.000	NON SCHEDULED PAYMENTS NOW SCHEDULED DAYMENTS	BRAINS	OCTOBER EVULATION	825.00	61494
292-000-840.000	SCHEDULED	AMBER BEAUMONT	OCT 2022 - MILEAGE/SUPPLIES REIMBURSE	491.72	61565
292-000-840.000	NON SCHEDULED PAYMENTS	SMART START INC.	SMART TAG TETHER MILFAGE/SUPPLIES REIMBURSEMENT	00.05	61482
292-000-850.000	TELEPHONE		OCT 2022 - MILEAGE/SUPPLIES REIMBURSE	50.00	61565
292-000-860.000	TRAVEL		MILLEAGE/SUPPLIES REIMBURSEMENT	77.50	61481
292-000-860.000 292-000-860.000	TRAVEL	CARLY BAILEY AMBER BEAUMONT	MILEAGE/SUPPLIES REIMBURSEMENT OCT 2022 - MILEAGE/SUPPLIES REIMBURSE	767.50 338.75	61482 61565
		Total For Dept 000 GENERAL	١	5,658.45	

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SOLDIERS &	SAILORS RELIEF FUND				
Dept 000 GENERAL 293-000-956,000 293-000-956,000	CUSF GRANT - EXPENDITURES CUSF GRANT - EXPENDITURES	MANISTEE CHAMBER OF COMM VERIZON WIRELESS	NOVEMBER 2022 - RENT CVSF GRANT CELLPHONES (NOV 2022)	500,00	61456 61588
		Total For Dept 000 GENERAL		603.16	
		Total For Fund 293 SOLDIERS	RS & SAILORS RELIEF FUND	603.16	
	ALTY FUND				
Dept 000 SENERAL 295-000-801.000	CONTRACTED SERVICES	PRIMARY AIRPORT SERVICES		423.70	61448
295-000-801.000	SERVICES	PRIMARY AIRPORT SERVICES	PEC PROGRAM	23.218.08	61461
295-000-801.015	CONTRACTED SERVICES = MAINI:	BARRY LIND	AIRPORT MANAGEMENT 10/2022	4,120.00	61442
295-000-801.019	757.437	ATER	231723-4351 182 4 - AIRPORT OCT 2022	43.83	61451
295-000-901.000	ADVERTISING	ORCHARD BEACH AVIATION,	REIMBURSEMENT SUPPLIES/INTERNET/MARKE	3.394.65	61501
295-000-901.000	ADVERTISING	CONSUMERS ENERGY	5668 -	1,535.20	61433
295-000-920.000	UTILITIES		1891 6138	177.83	61433
295-000-920.000	UTILITIES	CONSUMERS ENERGY	1000 5377 5407 - AIRPOT 10/2022	119.07	61433
295-000-920.000	UTILITIES	CONSUMERS ENERGY	5506 3267 6500 7096	31.80	61433
295-000-920.000	UTILITES	ORCHARD BEACH AVIATION,	URSEMENTS	81.79	61461
295-000-920.000	UTILITIES	DTE ENERGY	9100 282 2469 9 AIRPORT 11/2022	107.72	61552
295-000-931.000	uş	COFESSCO FIRE PROTECTION	FIRE ALARM SYSTEM INSPECTION	225.00	61450
295-000-931.000	w.	ORCHARD BEACH AVIATION,	MELMBORSEMENT SOFFELES INTERNET/FARMS TRICE - MONTAGE CONTROL SYSTEM	6,325.00	61475
295-000-931.000	REPAIRS & MAINTENANCE	WEST COAST FARM SERVICE	TRUCK - REPAIR RADITOR - COMPLET SERV	6,888.00	61475
295-000-931.000	REPAIRS & MAINTENANCE BEDATES & MAINTENANCE	INDUSTRIAL MARKETING & C		307.87	61521
292-100-623	4	MANISTEE TIRE SERVICE	TIRES	2,908.36	61540
295-000-955.000	E E	STATE OF MICHIGAN	PUBLIC WATER ANNUAL FEE	161.70	61474
		Total For Dept 000 GENERAL	i.	49,552.73	
		Total For Fund 295 AIRPOR	AIRPORT AUTHORITY FUND	49,552.73	
TSIII. B.ITVENTILE APC PRICE	JUSTICE FUND				
	CONTRACTED SERVICES	KRISTINA MILLER	NOVEMBER 22 - SOCIAL WORK SERVICES	1,250.00	61517
		Total For Dept 000 GENERAL	7	1,250.00	
		Total For Fund 296 JUVENILE JUSTICE FUND	LE JUSTICE FUND	1,250.00	
Fund 297 COMPENSATED SERVICES FUND	ERVICES FUND				
Dept 000 GENERAL 297-000-955.001	MISC. EXPENSE	ALERUS FINANCIAL	MERS DC HYBRID - OCT 2022	16,551.43	61421
		Total For Dept 000 GENERAL	Т	16,551.43	
		Total For Fund 297 COMPENSATED SERVICES	SATED SERVICES FUND	16,551.43	
620	UND				
Dept 000 GENERAL 620-000-806.000 620-000-955.001	ATTORNEY FEES MISC. EXPENSE	LUCAS MIDDLETON MICHIGAN ASSOC. GGUNTY T	KOETTER PROCEEDS MOTION LEGAL DEFENSE FUND	375.00	61445
1		Toral For Dept 000 GENERAL	-	875.00	

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Fund 620 FORECLOSURE FUND		Total For Fund 620 FORECLOSURE FUND	OSURE FUND	875.00	
Fund 701 TRUST AND AGENCY FUND Dept 000 GENERAL	FUND CASH REFUNDS	XGREER SNESS	2019 PRE ADJUSTED/ 51-07-440-008-10	1,026.00	49710
000.2.2.000-107	CASH REFUNDS			1,045.49	49710
701-000-275.000	CASH REFUNDS	SENG JEFFREY	PRE	1,057.26	49710
701-000-275.000		FOSTER THOMAS A OR JANE	2019 PRE ADJUSTED/ 51-41-100-054-00	811.20	49711
701-000-275-000		FOSTER THOMAS A OR JANE	2020 PRE ADJUSTED/ 51-41-100-054-00	826.61	49711
701-000-275.000		FOSTER THOMAS A OR JANE	2021 PRE ADJUSTED/ 51-41-100-054-00	838.16	49711
701-000-275.000	CASH REFUNDS	JOHNSON RONALD OR JOHNSO	2021 PRE ADJUSTED/ 51-07-540-045-00	975.44	49712
		Total For Dept 000 GENERAL	rj.	6,580.16	
		Total For Fund 701 TRUST AND AGENCY FUND	AND AGENCY FUND	6,580.16	
Fund 737 OPEB TRUST FUND					
Dept 000 GENERAL	HEALTH INSURANCE PREMIUMS - 44	44 NORTH	NOV 2022 - VSP/HRA/FLEX, COBRA, ECT 8	470.69	61602
200-71/-000-741	4	BLUE CROSS BLUE SHIELD O	007016448710 0005 (DECEMBER 2022)	701.61	61489
737-000-317-001		BLUE CROSS BLUE SHIELD O	007016448710 0006 (DECEMBER 2022)	10,048.21	61489
200-11-000-11-	HEALTH INSTRANCE PRENIUMS-BLUE	BLUE CROSS BLUE SHIELD O	007016448710 0008 (DECEMBER 2022)	2,094.05	61489
100-11-000-15/	INSTIRANCE		RETIREE'S MEDICAL INSURANCE - DEC 202	6,517.00	61480
737-000-117.002	INSURANCE PREMIUMS -		RETIREE PRSCIPTIONS - DEC 2022	2,420.44	61581
		Total For Dept 000 GENERAL	ı	22,252.00	
		Total For Fund 737 OPEB TRUST FUND	RUST FUND	22,252.00	

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Fund 225 RECYCLING FUN
Fund 236 MAINTENANCE C
Fund 236 MAINTENANCE C
Fund 242 BROWNFIELD RE
Fund 251 CAPITAL IMPRO
Fund 256 REGISTER OF D
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Fund 260 INDIGENT DEFE
Fund 260 INDIGENT DEFE
Fund 277 AIR PHOTO FUN
Fund 291 COMMUNITY COR
Fund 292 CHILD CARE FU
Fund 293 SOLILE CARE FU
Fund 295 AIRPORT AUTHO
Fund 295 AIRPORT AUTHO
Fund 295 COMMENSATED S
Fund 295 COMMENSATED S
Fund 296 TOWENSATED S
Fund 297 COMMENSATED S Fund Totals:

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Total For All Funds:



PLANNING DEPARTMENT

(231) 723-6041 Fax (231) 723-1718 planning@manisteecountymi.gov

Manistee County Courthouse 415 Third Street Manistee, Michigan 49660

MANISTEE COUNTY CODE ENFORCEMENT OFFICER SERVICES AGREEMENT

THIS AGREEMENT, made and entered into on September 21, 2021, by and between Manistee County (hereinafter referred to as the "County"), and Glenn Zaring, 321 Fifth Street Manistee, MI 49660 (hereinafter referred to as "Officer");

Manistee County requires a code enforcement officer in order to fulfill code enforcement/blight enforcement duties. The enforcement duties have been contracted to the County through local units of government via zoning services contracts.

IT IS HEARBY AGREED, that the Officer will perform the following services for the County as follows:

Article 1: Scope of Services

- 1) In assistance of County Planning Department Staff, under the supervision of The Planning Director, the *Officer* shall receive complaints and notices of alleged violations of blight, junk and zoning ordinances for contracted local units of government.
- 2) The *Officer* shall return calls, emails and mail pertaining to complains of violations of blight, junk and zoning ordinances.
- 3) The Officer shall inspect and confirm violations of local codes and make contact with the property owner or occupant of property in person or via letter or electronic means, i.e.: email or phone.
- 4) The Officer shall follow the local unit of governments ordinance process in sending letters, notices of non-compliance, notices of public hearing, issuing of tickets, working with local entities attorney, and when required appearing in Court or giving an affidavit.
- 5) The Officer shall maintain a database in Microsoft Excel that details complaints and violations in order to track activities for reporting to the local unit of government and the Planning Department. The Officer shall provide an enforcement update with violations, tickets issued, and open and closed cases to the Manistee County Planning Commission on a monthly basis.
- 6) The Officer shall drive areas of each contracted local unit of government, as requirements dictate within each Zoning Services Contract, in order to identify violations.
- 7) The Officer shall have an office space maintained at the Manistee County Planning Department.
- 8) The *Officer* shall have a dedicated phone line that can be forwarded to their personal cell phone for the receiving of calls and messages.
- 9) The Officer shall have a dedicated email from Manistee County for the receiving of complaints and notices.
- 10) The Officer shall have use of Manistee County vehicles for the purpose of conducting

business of the *County*. Milage reimbursement at current government rate if County vehicle is not available or POV is used. All effort should be used to utilize the County vehicle for most code enforcement duties.

11) The Officer shall conduct himself in a professional manner while acting on behalf of

Manistee County.

12) The Officer shall work with the Planning Department personnel to resolve all complaints

regarding the program in a timely manner.

- 13) The Officer agrees to make himself available for office hours and/or inspections on an asneeded basis. The County agrees to provide the Officer with sufficient space to meet with the public and complete necessary paperwork. The County Planning Department personnel shall assist with mailing, serve as a message center, and provide assistance as needed and requested.
- 14) The Officer shall make themselves available for court hearings in relation to their enforcement and will work with municipal representatives to fulfill the requirements of the County code enforcement contracts between a municipality and the County of Manistee.
- 15) The Officer may occasionally be requested to make Zoning Permit validations in the form of permit initial inspections, inspections, and closeout inspections. This form of work (Zoning Permit validations) shall not exceed 20 hours of work in a calendar year.

Article 2: Independent Contractor

The Officer is an independent contractor of the County and shall not be considered an
employee of the County. The County shall have no responsibility for, and the Officer
shall not be entitled to workers compensation insurance, unemployment insurance,
health and/or accident insurance, or for any withholding for social security, federal or
state income taxes or otherwise by or from the County.

Article 3: Compensation:

- 1. For services rendered, the *Officer* shall receive the sum of Twenty (\$20.00) dollars per hour for all hours worked handling Code Enforcement Processes. In addition, the *Officer* shall be provided a stipend of \$30.00 per month to compensate personal cell phone usage.
- 2. The *Officer*'s billable time for office hours begins at the time the *Officer* arrives at the Planning Department through the time office hours are concluded.
- 3. The *Officer*'s billable time for inspections begins when the *Officer* checks out a County vehicle through the time when the vehicle is returned. The *Officer* is also permitted to work remotely.
- 4. The *Officer* shall log hours for phone calls received outside of the office rounding up in 5-minute increments.
- 5. The Officer shall seek to condense workload into several days over a week, to complete contracted work in blocks of 3 hours or more. Any hours worked by the Officer in excess of 20 hours per week shall require advance permission to proceed by the Manistee County Planning Director.
- 6. The *Officer* shall receive written permission from the Planning Director to exceed 600 hours of work, or \$12,000.00 of billable time at \$20.00 per hour rate in a contract year.
 - 7. At no point shall the billable contract amount exceed \$15,000.00 or 750 hours of work

in a contracted year.

It is expressly understood and agreed by the County and the *Officer* that the payment of compensation as set forth in this section has been based on their intent and belief that the *Officer* is an independent contractor. The *Officer* shall keep itemized accurate records of all billable time and submit an itemized invoice to the Manistee County Planning Director on a bimonthly basis.

Article 4: Terms of Agreement

- 1. This agreement shall be effective <u>December 20, 2022</u> for a term of (1) year, unless terminated under Section 4.2 of this agreement.
- 2. Notwithstanding Section 4.1, this Agreement may be terminated by either party upon fourteen (14) days prior written notice to the other party mailed to the address first listed above.
- 3. The contract may also be extended, with mutual consent by both parties.
- 4. Manistee County hereby agrees to defend, pay on behalf of, indemnify and hold harmless Glenn Zaring for any and all claims, demands, suits or losses which may be asserted or claimed against him while acting only within the scope of duty as the Manistee County Code Enforcement Officer. This agreement does not apply to any other work or job performed by Glenn Zaring for any other governmental entity, corporation, partnership, business venture or self-employment opportunity. Manistee County recognizes that the Officer is licensed to carry a concealed weapon and the Officer will maintain Concealed Pistol License (CPL).
- 5. The *Officer* shall not assign this agreement to any other contractor.
- 6. If any provision of this agreement is held to be invalid, it shall be considered to be deleted and the remainder of this agreement shall not be affected hereby.

Article 5: Miscellaneous

- This Agreement may be modified or assigned only by a written document, approved by the Manistee County Board of Commissioners and the Officer, and executed by both parties or their authorized representatives.
- 2. Written notices required to be given under this Agreement shall be deemed given when mailed by first class mail to the County and to the *Officer*, Attention: *Officer* or County Administrator, at the addresses set forth for each in the opening paragraph of this Agreement.
- The captions or headings of the various Article and Sections of the Agreement are for convenience only and they shall be ignored in interpreting this Agreement.
- 4. This Agreement shall be deemed to have been made in Manistee County, Michigan, and shall be governed by, and construed in accordance with, the laws of the State of Michigan.
- 5. Each party warrants and represents that it has authority to enter into this Agreement.

WITNESS WHEREOF the <i>Officer</i> , and the County, by its duly authors Agreement as of the date and year first written above.	orized officers, have each executed
Glenn Zaring Manistee County Code Enforcement Officer	Date
Jeff Dontz Chairman, Manistee County Board of Commissioners	 Date



PLANNING DEPARTMENT

(231) 723-6041 Fax (231) 723-1718 planning@manisteecountymi.gov

Manistee County Courthouse 415 Third Street Manistee, Michigan 49660

MANISTEE COUNTY SOIL EROSION AND SEDIMENTATION CONTROL INSPECTION-TEMPORARY SERVICES AGREEMENT

THIS AGREEMENT, made and entered into on December 20, 2022, by and between Manistee County (hereinafter referred to as the "County"), and Glenn Zaring 321 Fifth Street Manistee, MI 49660 (hereinafter referred to as the "Inspector");

Manistee County requires, on a temporary contractual basis, the services of an individual who has the qualifications and experience to perform the responsibilities of Soil Erosion and Sedimentation Control Program Inspector, pursuant to the provisions of Part 91, Soil and Sedimentation Control of the Natural Resources and Environmental Protection Act 451 of 1994, as amended;

IT IS HEARBY AGREED, that the temporary Inspector will perform the following services for the County:

- 1) In assistance of Michael Szokola, SESC State Certified Inspector for Manistee County, the *Inspector* will assist with the review of permit applications and plans, conduct inspections in a timely manner to not impede the natural flow of a project, take before, during, and after pictures of projects, and stop all work that is substandard by the requirements of Part 91, until corrected.
- 2) The *Inspector* shall work together with the Planning Assistant to process, from start to finish, the entire permit application.
- 3) The *Inspector* shall keep accurate records of time spent on each permit, general office hours, mileage of vehicle travel, and other records required to complete each project.
- 4) The *Inspector* will conduct himself in a professional manner while acting on behalf of Manistee County.
- 5) The *Inspector* shall work with the Planning Department personnel to resolve all complaints regarding the program in a timely manner.
- 6) The *Inspector* shall be required to remain certified to perform the work required under the Soil Erosion and Sedimentation Control Program.
- 7) The *Inspector* agrees to make himself available for office hours and/or inspections on an asneeded basis. The *County* agrees to provide the *Inspector* with sufficient space to meet with the public and complete necessary paperwork. The County Planning Department personnel shall process all paperwork, serve as a message center. review applications, issue permits and perform inspections during times the *Inspector* is unavailable.

COMPENSATION: For services rendered, the temporary *Inspector* shall:

- Receive the sum of Twenty (\$20.00) dollars per hour for all hours worked processing permit applications, meeting with the public and completing inspections.
- The *Inspector* shall be paid for all mileage at the current county government rate, while doing Soil Erosion and Sedimentation Control related business on behalf of Manistee County in their own vehicle. If a county vehicle is available, The Inspector, must utilize

- the County Vehicle and no government rate will be allowed to be charged.
- The *Inspector's* billable time for office hours begins at the time the *Inspector* arrives at the County Planning Department through the time office hours are concluded.
- Any hours worked by the *Inspector* in excess of 16 hours per week shall require advance permission to proceed by the Manistee County Planning Director.
- At no point shall the total compensation of the contract exceed \$10,000.00.
- It is expressly understood and agreed by the County and the *Inspector* that the payment of compensation as set forth in this section has been based on their intent and belief that the *Inspector* is an independent contractor.
- The *Inspector* shall keep itemized accurate records of all billable time and mileage and submit an itemized invoice to the Manistee County Planning Director on a bi-weekly basis. It is expected that this contract will terminate on November 15th, 2023, however, the contract may be terminated by the *County* upon seven days advance written notice to the *Inspector* or by the *Inspector* upon seven days written notice to the *County*.
- The contract may also be extended, with mutual consent by both parties.

Manistee County hereby agrees to defend, pay on behalf of, indemnify and hold harmless Glenn Zaring for any and all claims, demands, suits or losses which may be asserted or claimed against him while acting only within the scope of duty as the Manistee County Soil Erosion and Sedimentation Control Program Inspector. This agreement does not apply to any other work or job performed by Glenn Zaring for any other governmental entity, corporation, partnership, business venture or self-employment opportunity.

The Inspector shall not assign this agreement to any other contractor.

This contract may be terminated by the *Inspector* with fourteen days advance written notice to Manistee County.

If any provision of this agreement is held to be invalid, it shall be deleted, and the remainder of this agreement shall not be affected hereby.

Glenn Zaring Soil Erosion & Sedimentation Control Inspector	Date
eff Dontz	Date



Planning Department

November 22, 2022 County Board of Commissioners 415 Third St. Manistee, MI 49660 Mike Szokola Manistee County Planner 395 3rd St. Manistee, MI 49660 231.723.6041 planning@manisteecountymi.gov

Dear Board of Commissioners,

il 5/2

I am writing to you today to let you know of the need to amend a contract with the Manistee County Conservation District (MCCD). The County had previously signed a contract with the Manistee County Conservation District for the deliverables of the United States Forest Service (USFS) Aquatic Invasive Species (AIS) Grant. The County and MCCD need to amend the agreement to allow the MCCD to access additional funds that were still available, but had not been accounted for due to Covid-19.

- Attached you will find the Draft copy of the memo showing changes in Red and additions to the contract in Green.
- A Final version with the changes, ready for the Chair's signature.

If you have any other questions or concerns feel free to contact me.

Regards,

PARTICIPATING AGREEMENT BETWEEN MANISTEE COUNTY AND THE MANISTEE COUNTY CONSERVATION DISTRICT

Amended: December 20, 2022

Background:

Manistee County has had a continued partnership agreement between the U.S. Forest Service (USFS) and Manistee County which began in 2013. In that time Manistee County has conducted 60 events, washed 132 boats, made 3,039 face-to-face impressions, and have received 4,216 visits to the county's AIS Facebook page. A total of 1,114 volunteer hours, worth roughly \$24,000, were also donated toward these accomplishments. The County of Manistee and the USFS are interested to continue this effort as it broadens its horizon with activities such as helping citizens evaluate their lakes for Aquatic Invasive Species (AIS) and educating local students participating in snorkel events, both of which draw the interest of watershed groups and conservation organizations within and outside of Manistee County. The County continues its dedication to the preservation, protection, restoration, and sustainable use of the natural resources within the county, particularly its surface waters, the land it drains, and the life it supports, through educational, scientific and conservation initiatives. The County recognizes the threat of all invasive species to the integrity of its ecosystems and is seeking to continue its partnership with the U.S. Forest educating the public about the risks of aquatic invasive species (AIS) to waters in Northwest Michigan. The U.S. Forest Service seeks to continue to help the County meet this objective by providing GLRI funds to help staff and coordinate a wide variety of events in the county and with interested partners outside of the county. In 2021, the County of Manistee Planning Department priorities and staffing duties moved towards zoning services contracts. With this change of priorities, the Planning Department recognized the need to reach out to other partners within the County to ensure the important work of an AIS Coordinator was being fulfilled and the needs of the original partnership agreement (FS Agreement Number: 18-PA-11090400-023) signed between the County of Manistee and the USFS were being met. At this time the County Planning Department recognized that the Manistee County Conservation District was also trying to meet many of the same goals as the USFS agreement. It became apparent that an opportunity to work with the Manistee County Conservation District to ensure that both organizations goals could be met. By allowing the Conservation District to perform the work required under the FS Agreement (For the remainder of the final 2 years of the contract), and the County would act as the Administrator of the agreement.

I. Purpose:

The purpose of this agreement is to document the cooperation between the parties to help prevent the spread of aquatic invasive species by conducting public education regarding aquatic invasive species through boat-washing events, person-to-person contacts, classroom and field education for school children, lake evaluations, snorkel events, and any other new opportunities that may present themselves in accordance with the following provisions and the hereby incorporated USFS

Agreement No. 18-PA-11090400-023 as amended/modified, attached as Exhibit A, and the Financial Plan, attached as Exhibit B.

II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

Manistee County, and Manistee County Conservation District are concerned with the spread of aquatic invasive species (AIS) such as Eurasian/hybrid watermilfoil, spiny waterflea, and zebra mussel within the watersheds of Manistee County, the State of Michigan, and North America. As we have seen in infested lakes, non-native species like these reproduce rapidly, replace native species, and interfere with fishing and recreation.

Geographically, Manistee County is located at the northwest corner of the Huron-Manistee National Forest (HMNF) and a considerable portion of the Manistee River watershed occurs within the proclaimed boundary of the forest. There are numerous boat ramps in the county that access waters managed by the HMNF that receive considerable use from boaters originating from across the Lower Peninsula of Michigan, along with out-of state boaters from the Chicago area, Northern Indiana, and Ohio. The County estimates that they would be able to make about 500 boater contacts during a summer season. As an example, the Eurasian/hybrid watermilfoil already infests and threatens various surface waters with U.S. Forest Service ownership, and given the relatively high level of non-local use there are concerns that additional AIS could spread locally. Initiating a program to educate the public users of surface waters in Manistee County is an important first step in reducing the risk of spread of all AIS in the area.

Therefore, it is mutually beneficial to enter into this agreement to initiate public education through above mentioned activities, and to provide \$28,000 of Great Lakes Restoration Initiative (GLRI) funds to the Manistee County Conservation District, through the County's partnership agreement with he USFS. The funds will be spread over a 2-year period of \$14,000 per year starting in 2021-2022 and ending in 2022-2023 calendar years.

In consideration of the above premises, the parties agree as follows:

III. THE MANISTEE COUNTY CONSERVATION DISTRICT SHALL:

- A. LEGAL AUTHORITY The Manistee County Conservation District (MCCD) shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and compilation of the project, which includes funds sufficient to pay the share of project costs, when applicable.
- B. The Manistee County Conservation District shall ensure the responsibilities of the USFS Agreement No. 18-PA-11090400-023, as amended/modified, B-H are satisfied.
- C. Provide two cash donations of \$8,000.00 a year, or \$16,000.00 in total, to meet the donations portion of the In-Kind Contribution Cost Analysis, Column (d), salaries/labor section, "AIS Coordinator (Donation)" portion of the financial plan.

- D. Provide a workspace/office for the AIS Coordinator. This office should be adequate for the AIS Coordinator to function completely in their duties. This space should include a computer access to printers, office phone, email, etc.
- E. The Manistee County Conservation District shall support all accounting records with source documentation. These documentations include, but are not limited to, cancelled checks, paid bills, payrolls, contract, and contract documents. These documents must be made available to Manistee County upon request.
- F. Work with the Manistee County Planning Department to ensure compliance with the FS agreement No. 18-PA-11090400-023, as amended/modified, and ensure all invoices are submitted in accordance with FS agreement No. 18-PA-11090400-023, as amended/modified.
- G. Pull all required EGLE permits for operation of the Manistee County Power Washer.
- H. In assisting with the USFS partnership agreement, the Conservation District agrees to and work towards the following Primary and Secondary Goals. Primary goals are deemed mandatory as part of this contract while secondary goals are deemed if time allows. If a primary goal is unattainable due to force majeure, a secondary goal may be substituted. If all goals are met and additional time allows permits the AIS coordinator may work towards providing additional services under B-H of the USFS Agreement.

Primary Goals:

- 1. Provide at least 6 boat washing events (1 day events), minimum 3 per year, coordinating with local watershed organizations, volunteers, and Lake or river communities to educate about AIS as well as provide boat washing services in accordance with the "Clean Boats Clean Waters" initiative and scope of work D-F.
- 2. Host at least four elementary or middle school education events, focused around AIS education and in accordance with scope of work E. (Minimum 2 per year)
- Print and provide coasters and educational material to local eateries, bars, and breweries
 with AIS logo and educational facts listed on them. Ensure that the "Nondiscrimination
 statement- printed, electronic, or audiovisual material" portion of the USFS agreement is
 followed.
- 4. Have the Manistee News Advocate or other local paper do a story on AIS education and boating events. Ensure that the "Nondiscrimination statement- printed, electronic, or audiovisual" portion of the USFS agreement is followed.

Secondary Goals:

- Assist and coordinate with AIS public education through the utilization of in water snorkel events, etc., which will include collaborative efforts with other conservation organizations.
- 2. Additional boat washing events.
- 3. Additional public education events.

 Assist and coordinate CLMP lake monitoring programs pertaining to AIS and water quality, such as the existing Manistee Conservation District Lake Monitoring Program partnership with the U.S. Forest Service.

IV. MANISTEE COUNTY SHALL:

A. PAYMENT/REIMBURSEMENT. Manistee County shall reimburse Manistee County Conservation District for Manistee County's share of actual expenses incurred, not to exceed \$28,000.00 33,124.43, as shown in the Financial Plan. In order to approve a Request for Reimbursement, Manistee County shall review such requests to ensure payments for reimbursement are in compliance and otherwise consistent with the terms of the agreement. Manistee County shall make payment upon receipt of Manistee County Conservation District's monthly invoice. Each invoice from Manistee County Conservation District shall display the total project cost for the billing period. In-kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display the Manistee County Conservation District's full match towards the project, as shown in the financial plan, and be submitted no later than 45 days from the expiration date.

To meet the requirements of the USFS agreement, each invoice must include, at a minimum:

- 1. The County's name, address, and telephone number
- 2. U.S. Forest Service agreement number
- 3. Invoice date
- 4. Performance dates of the work completed (start & end)
- 5. Total invoice amount for the billing period, separated by the U.S. Forest Service and the County share with in-kind contributions displayed as a separate line item.
- 6. Display all costs, both cumulative and for the billing period, by separate cost element as shown on the financial plan.
- 7. Cumulative amount of U.S. Forest Service payments to date.
- Statement that the invoice is a request for payment by "reimbursement."
- 9. If using SF-270, a signature is required.
- 10. Invoice Number, if applicable
- B. The invoice must be forwarded to:

Email: mszokola@manisteecountymi.gov

- C. Review data files and reports and provide technical assistance and guidance to the Manistee County Conservation District in a timely fashion.
- D. Use of Manistee County Pressure Washer for boat washing events.
- E. 1 day of training on Manistee County Pressure washer proper use and maintenance.

V. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS

Manistee County Conservation District shall retain all records pertinent to this agreement for a period of no less than 3 years from the expiration or termination date. As used in this provision, records includes books, invoices, documents, accounting procedures and practice, and other data, regardless of the type or format. Manistee County Conservation District shall provide access and the right to examine all records related to this agreement to Manistee County, their authorized representative, or any persons or entities with prior Manistee County approval. The rights of access in this section must not be limited to the required retention period but must last as long as the records are kept.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records must be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.

VI. PROGRAM MONITORING AND PROGRAM PERFORMANCE REPORTS

The parties to this agreement shall monitor the performance of the agreement activities to ensure that performance goals are being achieved.

Performance reports must contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. Wherever the output of the project can be readily expressed in numbers, a computation of the cost per unit of output, if applicable.
- Reason(s) for delay if established goals were not met.
- Additional pertinent information.

Manistee County Conservation District shall submit annual performance reports Manistee County Planning Department Director. These reports are due 15 days after the reporting period. The final performance report must be submitted either with Manistee County Conservation District's payment request, or separately, but not later than 45 days from the expiration date of the agreement.

VII. INDEPENDENT CONTRACTOR

The Manistee County Conservation District is an independent contractor of Manistee County and shall not be considered an employee of Manistee County. Manistee County shall have no responsibility for, and the Manistee County Conservation District's employees, volunteers, and program participants shall not be entitled to workers compensation insurance, unemployment insurance, health and/or accident insurance, public liability insurance, or for any withholding for social security, federal or state income taxes or otherwise by or from Manistee County.

Further, the Manistee County Conservation District shall provide any necessary training to the Manistee County Conservation District employees, volunteers, and program participants to ensure that such personnel can perform tasks to be completed. The Manistee County Conservation District shall also supervise and direct the work of its employees, volunteers, and participants performing under this agreement.

VIII. TERMINATION BY MUTUAL AGREEMENT

This agreement may be terminated in whole, or part of:

- 1. When Manistee County and the Manistee County Conservation District agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
- 2. By 90 days written notification by the Manistee County Conservation District to Manistee County setting forth the reasons for termination, effective date, and in the case of partial termination, the portion to be terminated. If Manistee County decides that the remaining portion of the agreement will not accomplish the purposes for which the agreement was made, Manistee County may terminate the agreement in its entirety.

Upon termination of an agreement, Manistee County Conservation District shall not incur any new obligations for the terminated portion of the agreement after the effective date and shall cancel as many outstanding obligations as possible. Manistee County shall allow full credit to Manistee County Conservation District for Manistee County's share of obligations that cannot be cancelled and were properly incurred by the Manistee County Conservation District up to the effective date of the termination. Excess funds must be refunded within 45 days after the effective date of termination.

IX. MODIFICATIONS

Modifications within the scope of this agreement must be made upon termination of an agreement, the Manistee County Conservation District shall not incur any new obligations for the terminated portion of the agreement after the effective date and shall cancel as many outstanding obligations as possible. Manistee County shall allow full credit to the Manistee County Conservation District for Manistee County's share of obligations that cannot be cancelled and were properly incurred by the Manistee County Conservation District up to the effective date of the termination. Excess funds must be refunded within 60 days after the effective date of termination.

X. MANISTEE COUNTY FURNISHED PROPERTY

The Manistee County Conservation District may only use Manistee County property furnished under this agreement for performing tasks assigned in this agreement. Manistee County Conservation District shall not modify, cannibalize, or make alterations to Manistee County property. A separate document must be completed to document, each time and by who, utilizes Manistee County property. Manistee County shall retain title to all Manistee County furnished property.

Liability for Manistee County Property

- 1. Unless otherwise provided for in the agreement, Manistee County Conservation District shall not be liable for loss, damage, destruction, or theft to Manistee County property furnished or acquired under this contract, except when any one of the following applies:
- a. The risk is covered by insurance or Manistee County Conservation District is/are otherwise reimbursed (to the extent of such insurance or reimbursement).
- b. The loss, damage, destruction, or theft is the result of willful misconduct or lack of good faith on the part of the Manistee County Conservation District's managerial personnel. Manistee County Conservation District's managerial personnel, in this provision, means Manistee County Conservation District's directors, officers, superintendents, or equivalent representatives who have supervision or direction of all or substantially all of the Manistee County Conservation District's business; all or substantially all of Manistee County Conservation District's operation at any one plant or separate location; or a separate and complete major industrial operation.
- 2. Manistee County Conservation District shall take all reasonable actions necessary to protect Manistee County property from further loss, damage, destruction, or theft. Manistee County Conservation District's shall separate the damaged and undamaged Government property, place all the affected Manistee County property in the best possible order, and take such other action as Manistee County directs.
- 3. Manistee County Conservation District shall do nothing to prejudice Manistee County's rights to recover against third parties for any loss, damage, destruction, or theft of Manistee County property.
- 4. Upon the request of Manistee County, Manistee County Conservation District, at Manistee County's expense, furnish to Manistee County all reasonable assistance and cooperation, including the prosecution of suit and the execution of agreements of assignment in favor of Manistee County in obtaining recovery.

XI. COMMENCEMENT/EXPIRATION DATE

This agreement is executed as of the date of the last signature and is effective through 2/1/2023 at which time it will expire. The expiration date is the final date for completion of all work activities under this agreement.

XII. AGREEMENT CLOSE-OUT

Within 45 days after expiration or notice of termination Manistee County Conservation District shall close out the agreement.

XIII. AUTHORIZED REPRESENTATIVES

By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for

matters related to this agreement. In Witness Wher this agreement as of the last date written below.	reof, the parties hereto have executed
Dave Wallace, Chair Manistee County Conservation District	Date
Jeffery Dontz, Chair Manistee County Board	Date

PARTICIPATING AGREEMENT BETWEEN MANISTEE COUNTY AND THE MANISTEE COUNTY CONSERVATION DISTRICT

Amended: December 20, 2022

Background:

Manistee County has had a continued partnership agreement between the U.S. Forest Service (USFS) and Manistee County which began in 2013. In that time Manistee County has conducted 60 events, washed 132 boats, made 3,039 face-to-face impressions, and have received 4,216 visits to the county's AIS Facebook page. A total of 1,114 volunteer hours, worth roughly \$24,000, were also donated toward these accomplishments. The County of Manistee and the USFS are interested to continue this effort as it broadens its horizon with activities such as helping citizens evaluate their lakes for Aquatic Invasive Species (AIS) and educating local students participating in snorkel events, both of which draw the interest of watershed groups and conservation organizations within and outside of Manistee County. The County continues its dedication to the preservation, protection, restoration, and sustainable use of the natural resources within the county, particularly its surface waters, the land it drains, and the life it supports, through educational, scientific and conservation initiatives. The County recognizes the threat of all invasive species to the integrity of its ecosystems and is seeking to continue its partnership with the U.S. Forest educating the public about the risks of aquatic invasive species (AIS) to waters in Northwest Michigan. The U.S. Forest Service seeks to continue to help the County meet this objective by providing GLRI funds to help staff and coordinate a wide variety of events in the county and with interested partners outside of the county. In 2021, the County of Manistee Planning Department priorities and staffing duties moved towards zoning services contracts. With this change of priorities, the Planning Department recognized the need to reach out to other partners within the County to ensure the important work of an AIS Coordinator was being fulfilled and the needs of the original partnership agreement (FS Agreement Number: 18-PA-11090400-023) signed between the County of Manistee and the USFS were being met. At this time the County Planning Department recognized that the Manistee County Conservation District was also trying to meet many of the same goals as the USFS agreement. It became apparent that an opportunity to work with the Manistee County Conservation District to ensure that both organizations goals could be met. By allowing the Conservation District to perform the work required under the FS Agreement (For the remainder of the final 2 years of the contract), and the County would act as the Administrator of the agreement.

I. Purpose:

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1

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- B. The Manistee County Conservation District shall ensure the responsibilities of the USFS Agreement No. 18-PA-11090400-023, as amended/modified, B-H are satisfied.
- C. Provide two cash donations of \$8,000.00 a year, or \$16,000.00 in total, to meet the donations portion of the In-Kind Contribution Cost Analysis, Column (d), salaries/labor section, "AIS Coordinator (Donation)" portion of the financial plan.

- D. Provide a workspace/office for the AIS Coordinator. This office should be adequate for the AIS Coordinator to function completely in their duties. This space should include a computer access to printers, office phone, email, etc.
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- F. Work with the Manistee County Planning Department to ensure compliance with the FS agreement No. 18-PA-11090400-023, as amended/modified, and ensure all invoices are submitted in accordance with FS agreement No. 18-PA-11090400-023, as amended/modified.
- G. Pull all required EGLE permits for operation of the Manistee County Power Washer.
- H. In assisting with the USFS partnership agreement, the Conservation District agrees to and work towards the following Primary and Secondary Goals. Primary goals are deemed mandatory as part of this contract while secondary goals are deemed if time allows. If a primary goal is unattainable due to force majeure, a secondary goal may be substituted. If all goals are met and additional time allows permits the AIS coordinator may work towards providing additional services under B-H of the USFS Agreement.

Primary Goals:

- 1. Provide at least 6 boat washing events (1 day events), minimum 3 per year, coordinating with local watershed organizations, volunteers, and Lake or river communities to educate about AIS as well as provide boat washing services in accordance with the "Clean Boats Clean Waters" initiative and scope of work D-F.
- 2. Host at least four elementary or middle school education events, focused around AIS education and in accordance with scope of work E. (Minimum 2 per year)
- 3. Print and provide coasters and educational material to local eateries, bars, and breweries with AIS logo and educational facts listed on them. Ensure that the "Nondiscrimination statement- printed, electronic, or audiovisual material" portion of the USFS agreement is followed.
- 4. Have the Manistee News Advocate or other local paper do a story on AIS education and boating events. Ensure that the "Nondiscrimination statement- printed, electronic, or audiovisual" portion of the USFS agreement is followed.

Secondary Goals:

- Assist and coordinate with AIS public education through the utilization of in water snorkel events, etc., which will include collaborative efforts with other conservation organizations.
- 2. Additional boat washing events.
- 3. Additional public education events.

4. Assist and coordinate CLMP lake monitoring programs pertaining to AIS and water quality, such as the existing Manistee Conservation District Lake Monitoring Program partnership with the U.S. Forest Service.

IV. MANISTEE COUNTY SHALL:

A. PAYMENT/REIMBURSEMENT. Manistee County shall reimburse Manistee County Conservation District for Manistee County's share of actual expenses incurred, not to exceed \$33,124.43, as shown in the Financial Plan. In order to approve a Request for Reimbursement, Manistee County shall review such requests to ensure payments for reimbursement are in compliance and otherwise consistent with the terms of the agreement. Manistee County shall make payment upon receipt of Manistee County Conservation District's monthly invoice. Each invoice from Manistee County Conservation District shall display the total project cost for the billing period. In-kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display the Manistee County Conservation District's full match towards the project, as shown in the financial plan, and be submitted no later than 45 days from the expiration date.

To meet the requirements of the USFS agreement, each invoice must include, at a minimum:

- 1. The County's name, address, and telephone number
- 2. U.S. Forest Service agreement number
- 3. Invoice date
- 4. Performance dates of the work completed (start & end)
- 5. Total invoice amount for the billing period, separated by the U.S. Forest Service and the County share with in-kind contributions displayed as a separate line item.
- 6. Display all costs, both cumulative and for the billing period, by separate cost element as shown on the financial plan.
- 7. Cumulative amount of U.S. Forest Service payments to date.
- 8. Statement that the invoice is a request for payment by "reimbursement."
- 9. If using SF-270, a signature is required.
- 10. Invoice Number, if applicable
- B. The invoice must be forwarded to:

Email: mszokola@manisteecountymi.gov

- C. Review data files and reports and provide technical assistance and guidance to the Manistee County Conservation District in a timely fashion.
- D. Use of Manistee County Pressure Washer for boat washing events.
- E. 1 day of training on Manistee County Pressure washer proper use and maintenance.

V. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS

Manistee County Conservation District shall retain all records pertinent to this agreement for a period of no less than 3 years from the expiration or termination date. As used in this provision, records includes books, invoices, documents, accounting procedures and practice, and other data, regardless of the type or format. Manistee County Conservation District shall provide access and the right to examine all records related to this agreement to Manistee County, their authorized representative, or any persons or entities with prior Manistee County approval. The rights of access in this section must not be limited to the required retention period but must last as long as the records are kept.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records must be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.

VI. PROGRAM MONITORING AND PROGRAM PERFORMANCE REPORTS

The parties to this agreement shall monitor the performance of the agreement activities to ensure that performance goals are being achieved.

Performance reports must contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. Wherever the output of the project can be readily expressed in numbers, a computation of the cost per unit of output, if applicable.
- Reason(s) for delay if established goals were not met.
- Additional pertinent information.

Manistee County Conservation District shall submit annual performance reports Manistee County Planning Department Director. These reports are due 15 days after the reporting period. The final performance report must be submitted either with Manistee County Conservation District's payment request, or separately, but not later than 45 days from the expiration date of the agreement.

VII. INDEPENDENT CONTRACTOR

The Manistee County Conservation District is an independent contractor of Manistee County and shall not be considered an employee of Manistee County. Manistee County shall have no responsibility for, and the Manistee County Conservation District's employees, volunteers, and program participants shall not be entitled to workers compensation insurance, unemployment insurance, health and/or accident insurance, public liability insurance, or for any withholding for social security, federal or state income taxes or otherwise by or from Manistee County.

Further, the Manistee County Conservation District shall provide any necessary training to the Manistee County Conservation District employees, volunteers, and program participants to ensure that such personnel can perform tasks to be completed. The Manistee County Conservation District shall also supervise and direct the work of its employees, volunteers, and participants performing under this agreement.

VIII. TERMINATION BY MUTUAL AGREEMENT

This agreement may be terminated in whole, or part of:

- 1. When Manistee County and the Manistee County Conservation District agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
- 2. By 90 days written notification by the Manistee County Conservation District to Manistee County setting forth the reasons for termination, effective date, and in the case of partial termination, the portion to be terminated. If Manistee County decides that the remaining portion of the agreement will not accomplish the purposes for which the agreement was made, Manistee County may terminate the agreement in its entirety.

Upon termination of an agreement, Manistee County Conservation District shall not incur any new obligations for the terminated portion of the agreement after the effective date and shall cancel as many outstanding obligations as possible. Manistee County shall allow full credit to Manistee County Conservation District for Manistee County's share of obligations that cannot be cancelled and were properly incurred by the Manistee County Conservation District up to the effective date of the termination. Excess funds must be refunded within 45 days after the effective date of termination.

IX. MODIFICATIONS

Modifications within the scope of this agreement must be made upon termination of an agreement, the Manistee County Conservation District shall not incur any new obligations for the terminated portion of the agreement after the effective date and shall cancel as many outstanding obligations as possible. Manistee County shall allow full credit to the Manistee County Conservation District for Manistee County's share of obligations that cannot be cancelled and were properly incurred by the Manistee County Conservation District up to the effective date of the termination. Excess funds must be refunded within 60 days after the effective date of termination.

X. MANISTEE COUNTY FURNISHED PROPERTY

The Manistee County Conservation District may only use Manistee County property furnished under this agreement for performing tasks assigned in this agreement. Manistee County Conservation District shall not modify, cannibalize, or make alterations to Manistee County property. A separate document must be completed to document, each time and by who, utilizes Manistee County property. Manistee County shall retain title to all Manistee County furnished property.

Liability for Manistee County Property

- 1. Unless otherwise provided for in the agreement, Manistee County Conservation District shall not be liable for loss, damage, destruction, or theft to Manistee County property furnished or acquired under this contract, except when any one of the following applies:
- a. The risk is covered by insurance or Manistee County Conservation District is/are otherwise reimbursed (to the extent of such insurance or reimbursement).
- b. The loss, damage, destruction, or theft is the result of willful misconduct or lack of good faith on the part of the Manistee County Conservation District's managerial personnel. Manistee County Conservation District's managerial personnel, in this provision, means Manistee County Conservation District's directors, officers, superintendents, or equivalent representatives who have supervision or direction of all or substantially all of the Manistee County Conservation District's business; all or substantially all of Manistee County Conservation District's operation at any one plant or separate location; or a separate and complete major industrial operation.
- 2. Manistee County Conservation District shall take all reasonable actions necessary to protect Manistee County property from further loss, damage, destruction, or theft. Manistee County Conservation District's shall separate the damaged and undamaged Government property, place all the affected Manistee County property in the best possible order, and take such other action as Manistee County directs.
- 3. Manistee County Conservation District shall do nothing to prejudice Manistee County's rights to recover against third parties for any loss, damage, destruction, or theft of Manistee County property.
- 4. Upon the request of Manistee County, Manistee County Conservation District, at Manistee County's expense, furnish to Manistee County all reasonable assistance and cooperation, including the prosecution of suit and the execution of agreements of assignment in favor of Manistee County in obtaining recovery.

XI. COMMENCEMENT/EXPIRATION DATE

This agreement is executed as of the date of the last signature and is effective through 2/1/2023 at which time it will expire. The expiration date is the final date for completion of all work activities under this agreement.

XII. AGREEMENT CLOSE-OUT

Within 45 days after expiration or notice of termination Manistee County Conservation District shall close out the agreement.

XIII. AUTHORIZED REPRESENTATIVES

By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for

this agreement as of the last date written below.				
Dave Wallace, Chair				
Manistee County Conservation District	Date			
Jeffery Dontz, Chair Manistee County Board	Date			

Automated Business Equipment

242 Kent Street, Portland, MI 48875 1-800-435-8515 FAX: 517-647-2366

www.abequipment.com

December 6, 2022

Manistee County Clerk 415 Third St. Manistee, MI 49660

ATTN: Lindsey Marquardt

QUOTATION

One (1) Widmer E-3 Electric Seal Embosser Includes:

Delivery and setup
Single had, no-button operation
Adjustable embossing pressure
1 ½", 1 ¾", or 2" diameter seals available
Embossing up to 3 inches deep on document
Security key lock
90 days parts and labor warranty

Total Cost (text-only seal) \$1,375.00

SEAL OPTIONS

State seal and text \$338.00 Custom seal die with artwork \$480.00

Thank you for your time and consideration. If you should have any questions please do not hesitate to contact me.

Sincerely,

Tom Seitters President



MEMORANDUM

TO:

Manistee News Advocate

FROM:

Lisa Sagala, County Controller/Administrator

DATE:

October 21, 2022

RE:

Public Notice

Please publish the following Public Hearing Notice in the Manistee News Advocate on the following date: Saturday, October 22, 2022. Please place a black border around the advertisement.

MANISTEE COUNTY - PUBLIC NOTICE

Manistee County is intending on purchasing 2 (two) Snowmobiles and Trailer utilizing Title III- County Funds under the Secure Rural Schools Act Section 302(a)(2) which authorizes a participating county to purchase capital equipment directly related to emergency services that are performed in national forests. The project amount will total approximately \$60,000 for all pieces of equipment requested. Comments may be submitted through December 5, 2022 to Manistee County Administration Attn: Lisa Sagala, Controller/Administrator, 415 Third Street, Manistee, MI 49660 or Isagala@manisteecountymi.gov.

FW: Kevin Becks Trailers

Austin Pefley <pefleya@manisteesheriff.org>
Fri 9/2/2022 2:25 PM
To: Aaron Rybicki <rybickia@manisteesheriff.org>
Phone Number- 989-224-6825 Ask for Kevin.

Sent from Mail for Windows

From: Kevin Hiebert

Sent: Thursday, August 11, 2022 8:35 AM

To: Austin Pefley

Subject: Kevin Becks Trailers

[WARNING: External Message - Use extreme caution opening links or attachments]

Stock number 31854 is \$19606.00 out the door

From: Austin Pefley <pefleya@manisteesheriff.org> Sent: Thursday, August 11, 2022 8:34 AM

To: Kevin@beckstrailerstore.com

Subject: Test

Testing

Get Outlook for iOS

Vetesnik Power Sports 27475 U.S. 14 E

Richland Center WI 53581 608-647-8808

Buyer's Order

MANISTEE COUNTY SHERIFF'S OFFICE

/ AARON RYBICKI

Date

Deal No. 26085 Salesperson

1525 E PARKDALE AVE MANISTEE, MI 49660

C 231-510-2363

RYBICKIA@MINISTEESHERIFF.ORG

Coppernoll, Todd

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

Unit Information

New/U	Year	Make	Model	Serial No.	Stock No.	Price (Incl factory options)
New New	2023 2023	SKI DOO SKI DOO	A BACK COUNTRY A BACK COUNTRY	SHERRIFF SHERRIFF	3337B 3336B	\$14,749.00 \$14,549.00
Options	s :			Declarit	nih Fision	***
				Dealer Ur Factory C Added Ac Freight Dealer Pr	Options cessories	\$29,298.00 \$0.00 \$0.00 \$2,998.00 \$0.00

Cash Price	\$32,296.00
Trade Allowance	\$0.00
Payoff	\$0.00
Net Trade Net Sale (Cash Price - Net Trade) Sales Tax Title/License/Registration Fees Document or Administration Fees Credit Life Insurance Accident & Disability	\$0.00 \$32,296.00 \$1,798.17 \$0.00 \$398.00 \$0.00 \$0.00
Total Other Charges	\$2,196.17
Sub Total (Net Sale + Other Charges)	\$34,492.17
Cash Down Payment	\$1,000.00

\$33,492,17

Amount to Pay/Finance

Lienholder NO LIEN HOLDER

Notes

Trade Information

Monthly Payment of \$0.00 For 0 Months at 0.00%

NOTICE TO BUYER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement.

TRADE-IN NOTICE: Customer respresents that all trade in units described above are free of all liens and encumbrances except as noted.

*With Approved Credit. Interest rates and monthly payment are approximate and may vary from those determined by the lendor.

Customer Signature	Dealer Signature
Date	Thank You for Your Business!

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29 Dec New Years Eve

25 Dec Christmas Day

Columbus Day Veteran's Day

9 Oct

Martin Luther King Jr. Birthday

President's Day

Good Friday Memorial Day

16 Jan 20 Feb 7 April 29 May

10 Nov 23 Nov

New Years Day

1 Jan

Thanksgiving Day